

LAND SUBDIVISION COMMITTEE MEETING
June 2, 2011

Members

Gregg Humphrey

Steve Stewart

Nate Bottom

Rick Weber

Kenneth Springs

Matt McLaughlin

Lori Williams

Roleen Thoele

Cyndi Knowles

Dean Graven

Others

Matt Grunloh

John Raynolds

Mike Curtis

Mike Ryan

Kevin Barnes

Staff

Joe Zeibert

Steve Keenan

Norm Sims

Alex Myers

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2010-06

CENSUS TRACT # 20

NAME OF SUBDIVISION: Redivision of Lot 2 of Wabash Oaks Subdivision, Plat 2 – Final Plat

JURISDICTION: City

DATE OF MEETING: June 2, 2011

OWNER: Quattro Springfield White Oaks – Kevin Barnes
Simon Properties

ENGINEER: Fuhrmann Engineering

DESCRIPTION: Pt. NW ¼, Section 7, T15N, R5W
(North side of Wabash Avenue, east of Veterans Parkway, near
the Longhorn Steakhouse)

27.204 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve, Subject To

BY: Nate Bottom

2ND BY: Cyndi Knowles

VOTE: Unanimous

Mike Curtis presented the final plat. He said it was a simple two lot subdivision.

Joe Zeibert, Regional Planning Commission, said the applicant shall change the owner's name to Simon Properties, identify the contact information, and identify Quattro Development as the subdivider. Kevin Barnes, Quattro Development, said Simon is still the owner and agreed to change the information as requested. Zeibert said the applicant shall change the signature blocks from the county to the city sections of the subdivision ordinance.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Kenneth Springs, citizen member, had no comments.

Roleen Thoele, CWLP-Electric, had no comments.

Steve Stewart, CWLP-Water, had no comments.

Rick Weber, Springfield Fire Department, had no comments.

Matt McLaughlin, Springfield Building and Zoning Department, had no comments.

Lori Williams, City Traffic Engineer, had no comments.

Nate Bottom, Office of Public Works, said the title of the subdivision is the Redivision of Lot 2 of Wabash Oaks Subdivision Plat 2 and the applicant shall remove the Quattro Springfield White Oaks reference from the subdivision title. Bottom asked if the ingress/egress easement with the mall was in place, to which Barnes replied it was. Zeibert said staff could forward the document to Public Works if requested. Bottom said the applicant shall add the date of preparation and the date of the latest revisions to the plat. He said the plat shall include a general land legal description. Zeibert asked if the metes and bounds description could be on the certificates to which Bottom replied this was acceptable. Bottom said the applicant shall label the point of beginning and the point of commencement on the plat. Curtis asked if the City wanted a metes and bounds rather than just the Lot 2 legal description to which Bottom replied correct. Bottom said the applicant shall show the location of two stone or reinforced concrete monuments. He said the applicant shall include the second sheet of the plat or the sheet numbers need to be corrected.

Nate Bottom moved to approve the final plat, subject to:

- (1) Changing the owner's name and contact information;
- (2) Changing the signature block to refer to the appropriate City of Springfield instead of Sangamon County Subdivision Ordinance section;
- (3) Removing the Quattro reference from the title of the subdivision;
- (4) Adding the date of preparation and the date of latest revision to the plat;
- (5) Adding a metes and bounds legal description on the plat or on the certificates;
- (6) Labeling the points of beginning and commencement on the plat;
- (7) Adding the location of two stone or reinforced concrete monuments; and,
- (8) Adding the second sheet of the plat or correcting the sheet number.

Cyndi Knowles seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2011-03 LgSc

CENSUS TRACT #: 20

NAME OF SUBDIVISION:	Redivision of Lot 2 of Wabash Oaks Subdivision, Plat 2 – Lot 2 – Site Development Plan
JURISDICTION:	City
DATE OF MEETING:	June 2, 2011
OWNER:	Trent Garrett – Simon Property Group Contact: Kevin Barnes – Quattro Development LLC
ENGINEER:	Larson Engineering
DESCRIPTION:	Pt. NW ¼, Section 7, T15N, R5W (North side of Wabash Avenue, east of Veterans Parkway, near the Longhorn Steakhouse) 1.094 Acres 1 Lot
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Kenneth Springs
2ND BY:	Nate Bottom
VOTE:	Unanimous

Kevin Barnes, Quattro Development, presented the site plan. He said the proposed development is south of White Oaks Mall and would contain approximately 10,000 square feet of commercial use with three tenants: Mattress World, AT&T, and Vitamin Shoppe. Barnes said an access agreement was in place for the parking and that the building would be approximately 20 feet tall.

Joe Zeibert, Regional Planning Commission, said his comments are based on the original submission. He said the applicant shall supply a parking summary table showing how many spaces the applicant has supplied and what is required under the zoning ordinance. Zeibert said the applicant shall supply a grading plan and an erosion control plan. He said the applicant shall identify the size of the water mains on the site development plan. Zeibert said the applicant shall address the parking in the front yard setback. Barnes asked if Zeibert meant the parking on the south end of the property to which Zeibert said correct. Barnes said he had addressed this comment with Joe Gooden and that it was Barnes' understanding that within the 15-foot setback there was a curb that was approximately 13.5 feet from the property line. He said with a 10% waiver (variance) that this should put the parking within about 4 inches of where the setback needs to be. Barnes said the parking blocks put the parking beyond the setback. Zeibert said the concern is the parking blocks should not be in the setback. Matt McLaughlin, Springfield Building and Zoning Department, said the parking blocks shall be outside the front yard setback. Barnes said the plans may show the parking blocks in the setback but that in actuality he believed the parking blocks were out of the setback. Zeibert said the applicant shall

not show landscaping centered on the utility lines. He said the applicant shall submit details for the lighting fixtures. He said the applicant shall extend the sidewalk across the front of the property along Wabash. Barnes asked if the extended sidewalk could be routed around trees to which Nate Bottom, Office of Public Works, said the path of the sidewalk will need to be worked out with the Illinois Department of Transportation (IDOT) access permit. Zeibert asked what the space west of the sign in the southwest corner of the property would be used to which Lori Williams, City Traffic Engineer, said the space is a parking stall. He said the applicant shall identify the sidewalk widths around the site. Zeibert said the applicant shall provide a minimum 6' sidewalk where the walkway abuts the parking spaces or provide bumper blocks to maintain the necessary clearance.

Gregg Humphrey, Springfield Metro Sanitary District, said the sanitary sewer service shall connect at the building at an elevation no deeper than 595.20'. He said in addition, flow rates need to be determined for the development and if the rates are greater than 1500 gallons per day, an Illinois Environmental Protection Agency (IEPA) permit will be required.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Kenneth Springs, citizen member, had no comments.

Roleen Thoele, CWLP-Electric, said there is no CWLP-Electric on the lot. She said any relocation of electric lines will be at developer's cost.

Steve Stewart, CWLP-Water, said water was adequate to serve the site. He said if one water meter is shown into the building this would be acceptable. Barnes asked what the procedure would be if the applicant wanted three meters split at the building to which Stewart replied the meters shall be in a secure mechanical room where CWLP but not the building tenants could access them. Barnes asked if digital meters on the outside are available to which Stewart replied the water meters are radio controlled and can be read without going into the building. He said the secure room is necessary in case the water lines need to be shut off.

Rick Weber, Springfield Fire Department, had no comments.

Matt McLaughlin, Springfield Building and Zoning Department, had no comments.

Lori Williams, City Traffic Engineer, said the applicant shall shift one handicapped parking space to the west to spread out the handicapped spaces closer to the western tenant space. She said the applicant shall provide a sidewalk along Wabash. Williams said the applicant shall provide a pedestrian connection to the sidewalks on Wabash Avenue. Barnes said this area was shown with a cross hatch on the drawing. Williams said a sidewalk on the property connecting the entrance of the property to Wabash shall be provided. Bottom said the applicant shall provide a public sidewalk to connect the parking lot to the Wabash sidewalk. Williams said the applicant shall provide a 6' sidewalk to account for car overhang. She said the entrance should be split between the Quattro property and the Longhorn property if there is indeed an access easement between the properties to better line up the entry with the aisle. Barnes said he did not think this would be possible without encroaching onto other properties. He said the entryway was as far west as possible without encroaching onto other properties but that the applicant could try to squeeze the entry by compressing the western aisle. Williams said the applicant shall extend the curb along the west side of the northwest entrance to match the curb on the east side of the northwest entrance. She said the applicant shall show this with shadowing rather than with cross hatching.

Nate Bottom, Office of Public Works, said the applicant may need a curb opening on the extended curb on the west side of the northwest entrance to help with drainage. He said the

applicant submitted grading and erosion control plans and that the City likes more detail similar to construction plans.

Kenneth Springs moved to approve the site development plan, subject to:

- (1) Supplying a parking summary;
- (2) Submitting a grading and an erosion control plan;
- (3) Identifying the size of the water mains;
- (4) Addressing the parking in the front yard setback;
- (5) Not centering landscaping over utility lines;
- (6) Submitting details for the lighting fixtures;
- (7) Showing the sidewalk extended along the full length of the property on Wabash;
- (8) Identifying the sidewalk widths around the site;
- (9) Providing a minimum 6' wide public sidewalk where it abuts parking or providing bumper blocks;
- (10) Connecting the sanitary sewer at a depth no greater than 595.20' elevation;
- (11) Determining flow rates for the proposed building and applying for an IEPA permit, if necessary;
- (12) Shifting one handicapped space further to the west;
- (13) Providing a concrete sidewalk connection between the building entrance and the sidewalk on Wabash Avenue;
- (14) Extending the curb on the west side of the northwest entrance to match the east side of the northwest entrance; and,
- (15) IDOT permit for the sidewalk along Wabash.

Nate Bottom seconded the motion and vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 1996-64

CENSUS TRACT # 36.02

NAME OF SUBDIVISION: Buckley Ridge Estates – 2nd Addition – Preliminary Plan

JURISDICTION: City

DATE OF MEETING: June 2, 2011

OWNER: Mike Ryan

ENGINEER: Raynolds, Higginbotham & Associates, LLC

DESCRIPTION: Pt. W ½, Section 36, T16N, R6W (East side of Meadowbrook Road near Old Salem Lane)

13.08 **Acres** 5 **Lots**

MOTION TO RECOMMEND: Approve, Subject To

BY: Nate Bottom

2ND BY: Kenneth Springs

VOTE: Unanimous

John Raynolds presented the preliminary plan.

Joe Zeibert, Regional Planning Commission, said the applicant shall submit a letter withdrawing the original preliminary plan. He said the applicant shall identify the disposition of the existing buildings. Zeibert said the applicant shall remove the proposed building locations. He said the applicant shall identify the size of the water mains. Zeibert said the applicant shall show the location of the electric easement. Raynolds asked for clarification on the electric easement. Zeibert deferred to Roleen Thoele, CWLP-Electric, who said the electric easement needs to be shown along Meadowbrook.

Gregg Humphrey, Springfield Metro Sanitary District, said the sanitary sewer shall continue northwesterly through Lot 1 to the southeast corner of the adjacent property to allow for a future extension.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Kenneth Springs, citizen member, had no comments.

Roleen Thoele, CWLP-Electric, had no comments.

Steve Stewart, CWLP-Water, asked what the plans are for the existing house to be demolished. Raynolds said the current plan is for the proposed house on Lot 2 to not be within

the part of the lot that must be annexed. Stewart said water service will be with CWLP unless the house will be on the parcel that is still in Sangamon County. If it is built on the unincorporated parcel, water service will be with the Curran-Gardner Water District. Stewart said there needs to be a discussion of where water service to the properties will be located. He said there is a CWLP main with a fire hydrant north of Old Salem Lane on the west side of Meadowbrook Road. Stewart said a plan needs to be in place to bring water service to all the lots. Stewart said adequate capacity exists to serve all the lots. Nate Bottom, Office of Public Works, asked how CWLP would serve all the lots. He asked if there would be a water extension along the east side of Meadowbrook. Stewart said Curran-Gardner has a water main along the east side of Meadowbrook and that the CWLP water main is along the west side of Meadowbrook near the property line between Lots 3 and 4. Stewart said the lots in Buckley Ridge are the only property CWLP will serve in this area. He said anything to the north will be served by the Curran-Gardner Water District. Bottom asked how the water service will get to Lots 1 and 2. Stewart said there may have to be a stub near the entrance to Lot 5 and then extend the water main to the north. He said he wants to ensure there is a plan in place to take care of all five lots. Raynolds asked if a water easement would need to run along the east property line. Stewart said it would depend on how Raynolds wanted to run the water line but that it might be handled through cross easements to the other properties.

Rick Weber, Springfield Fire Department, had no comments.

Matt McLaughlin, Springfield Building and Zoning Department, had no comments.

Lori Williams, City Traffic Engineer, had no comments.

Nate Bottom, Office of Public Works, said Public Works concurs with Humphrey about the sewers. He said the sanitary sewer easement shall be 30' wide to ensure adequate access to the sewer. Humphrey asked whether the 30' easement needs to be for the east-west portion or the portion between the lots. Bottom said the 30' is needed for all of it.

Nate Bottom moved to approve the preliminary plan, subject to:

- (1) Submitting a letter withdrawing the original preliminary plan;
- (2) Identifying the disposition of the existing buildings;
- (3) Removing the proposed building locations;
- (4) Identifying the size of the water mains;
- (5) Showing the location of the electric easements;
- (6) Continuing the sanitary sewer northwesterly through Lot 1; and,
- (7) Showing a 30' wide sanitary sewer easement.

Kenneth Springs seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 1996-64

CENSUS TRACT # 36.02

NAME OF SUBDIVISION: Buckley Ridge Estates – 1st Addition – Lot 1000 – Partial Plat of Vacation

JURISDICTION: City

DATE OF MEETING: June 2, 2011

OWNER: Buckley Development, Inc. – c/o Mike Ryan

ENGINEER: Raynolds, Higginbotham & Associates, LLC

DESCRIPTION: Pt. W ½, Section 36, T16N, R6W (East side of Meadowbrook Road near Old Salem Lane)

0.33 **Acres** 1 **Lot**

MOTION TO RECOMMEND: Approve, Subject To

BY: Nate Bottom

2ND BY: Cyndi Knowles

VOTE: Unanimous

John Raynolds presented the partial plat of vacation. He said the platted area was initially space under common ownership that will be joined to part of Lot 5 in the proposed 2nd Addition.

Joe Zeibert, Regional Planning Commission, said the owner shall submit a tract survey hooking the vacated portion of the common lot to the proposed Lot 5 of the 2nd Addition. He said the survey shall be held for approval until the Council approves the partial plat of vacation.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Kenneth Springs, citizen member, had no comments.

Roleen Thoele, CWLP-Electric, had no comments.

Steve Stewart, CWLP-Water, had no comments.

Rick Weber, Springfield Fire Department, had no comments.

Matt McLaughlin, Springfield Building and Zoning Department, had no comments.

Nate Bottom, Office of Public Works, said the applicant shall submit a sign-off from all the homeowners to which Zeibert replied the sign offs have been received. Bottom said the applicant shall spell out the degrees, minutes, and seconds in the legal description. He said the applicant shall label the point of commencement on the plat, or POC. Bottom said the applicant shall label the quarter section, the section, the township, the range, and the principal meridian under the title. He said the applicant shall show existing monuments. Bottom said the applicant shall show the area to the nearest 0.01 acres.

Lori Williams, City Traffic Engineer, had no comments.

Nate Bottom moved to approve the partial plat of vacation, subject to:

- (1) Submitting a tract survey combining the vacated portion to the proposed Lot 5;
- (2) Submitting the required sign-off;
- (2) Spelling out degrees, minutes, and seconds in the legal description;
- (3) Labeling the POC on the plat;
- (4) Labeling the quarter section, the section, the township, the range, and the principal meridian under the title;
- (5) Showing the existing monuments; and,
- (6) Showing the area to the nearest 0.01 acres.

Cyndi Knowles seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2011-02

CENSUS TRACT # 36.04

NAME OF SUBDIVISION:	Professional Resource Development [Ginger Creek Drive/Koke Mill Road] – City Minor Subdivision – Final Plat
JURISDICTION:	City
DATE OF MEETING:	June 2, 2011
OWNER:	Larson Real Estate, LLC
ENGINEER:	MSA Professional Services
DESCRIPTION:	Pt. NW ¼, Section 12, T15N, R6W (Southwest corner of Ginger Creek Drive & Koke Mill Road)
	<u>4.13</u> Acres <u>3</u> Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Kenneth Springs
2ND BY:	Cyndi Knowles
VOTE:	Unanimous

Matt Grunloh, Grunloh Builders, presented the final plat. He said Lots 101 and 102 will share an access easement and that there was an existing building on Lot 103.

Joe Zeibert, Regional Planning Commission, said the applicant shall change the signature blocks from Section 153.148 to Section 153.179 because the subdivision was a minor rather than a conventional subdivision. He said the applicant shall submit a properly scaled copy of the final plat. Zeibert said the applicant shall show contours on the final plat. He said the applicant shall show the existing structure on Lot 103. Zeibert said the applicant shall submit a reciprocal easement agreement or covenants for the shared access. He said the applicant shall show an access easement for Lot 103. Zeibert said he did not think the exception needed to be shown on the plat since it was already right-of-way. He said the exception area makes the plat a little more cluttered than it needs to be.

Gregg Humphrey, Springfield Metro Sanitary District, said depending on building locations and elevations, Lot 102 may require a pump to provide sanitary sewer service. He said the sewer is kind of shallow at Ginger Creek Drive.

Roleen Thoele, CWLP-Electric, asked what the 20' notation on the plat is. Grunloh said the 20' distance looks like a setback but that he was not sure what the 15' notation was. Zeibert said it would be preferable to have the setbacks removed from the plat. He said there have been issues when people receive zoning variances that they also have to have the setbacks vacated on the plat. Grunloh

asked if the lines should be removed. Zeibert said only the setback lines, not the easement lines, should be removed. Humphrey said the setback lines are controlled by zoning and that if someone in the future receives a setback variance, the final plat still carries and has to be vacated. Zeibert said not removing the setbacks could delay someone a month in going through the subdivision process in the future. Thoele said the applicant must provide a 15' utility easement along the west side of Lot 101 so CWLP can maintain a piece of equipment it owns. Grunloh said to summarize that he would remove the setbacks and call the 15' easement a utility easement.

Steve Stewart, CWLP-Water, had no comments.

Rick Weber, Springfield Fire Department, had no comments.

Matt McLaughlin, Springfield Building and Zoning, said the dumpster may be located in an easement. Zeibert asked if this was for the existing building or for the proposed building to which McLaughlin replied the proposed building. Grunloh said they were told they could put a dumpster over the top of the easement. McLaughlin said CWLP would have to okay locating the dumpster in the easement. McLaughlin said the dumpster will need an acceptable pad and an acceptable enclosure. Zeibert asked if the dumpster was for Lot 101 or 102 and Grunloh replied it was for Lot 101. Zeibert said the issue could be resolved with the site development plan.

Lori Williams, City Traffic Engineer, said the applicant shall provide the owner/subdivider's telephone number. She said the applicant shall add the engineer/surveyor's contact name. Williams said the surveyor's firm registration number is not legible. She said the plat shall be signed and sealed. Williams said the boundary should be the boundary of the subdivision not a copy of a deed. She said the applicant shall show two stone or reinforced concrete monuments per the state Plat Act. Williams said the Koke Mill right-of-way is 130' along the east side of the subdivision. She said the applicant shall submit full sized copies of the final plat.

Nate Bottom, Office of Public Works, said the applicant shall remove the exceptions from the final plat. He said the applicant shall provide drainage calculations. Bottom said he had some concerns with the adequacy of the proposed stormwater management area. Grunloh asked for clarification and Bottom said he did not know where the stormwater management would occur on the site. Grunloh said it would be on the south side of the property. Bottom said he would hate to see the area platted and then revised because the size of the stormwater management area was insufficient.

Kenneth Springs moved to approve the final plat, subject to:

- (1) Changing the signature blocks;
- (2) Providing full sized and properly scaled copies of the final plat;
- (3) Showing contours on the plat;
- (4) Submitting a reciprocal easement agreement or covenants for the shared access;
- (5) Providing a 15' utility easement;
- (6) Providing the owner/subdivider's telephone number;
- (7) Adding the engineer/surveyor's contact name;

- (8) Making the surveyor's design registration number legible;
- (9) Submitting signed and sealed copies of the plat;
- (10) Showing two stone or concrete monuments per the state Plat Act;
- (11) Removing exceptions from the final plat; and,
- (12) Providing drainage calculations.

Cyndi Knowles seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.